

DEPARTMENT: Department of Environmental Services,  
Community & Economic Development

REPORTS TO: Department Director, Deputy Director or Division Manager

SUPERVISES: Program staff including professional and/or technical classifications

DEFINITION:

Develops, implements and manages a major program within a division or department that is highly technical in nature. Functional areas of management within the program include administration, compliance, outreach/public relations, contract/consultant management, inter-governmental agreements, external partnerships and staff supervision. The program scope may have regional impact with federal and state mandates.

DISTINGUISHING CHARACTERISTICS

The Program Analyst classification is distinguished from the Management Analyst classification primarily by performing major program coordination/management requiring technical knowledge in a specific discipline. The emphasis of the Program Analyst is on developing, implementing and managing a major technical program. The primary focus of the Management Analyst is on providing high level, complex analysis for a program, project(s), or policy development. The Program Analyst supervises program staff. The Management Analyst may serve as lead on a project basis.

The Program Analyst is distinguished from the Administrative Analyst classification by the responsibility to develop, implement and manage a highly technical program of large scope with a high degree of autonomy vs. the Administrative Analyst function to support and coordinate a divisional/departmental program by performing technical, administrative and analytical functions. Although there may be overlap in some job functions, the Program Analyst will perform the functions at a more complex level with greater discretion. The Administrative Analyst may coordinate a sub program of the larger program and be supervised by a Program Analyst. The Program Analyst has program staff supervisory responsibilities. The Administrative Analyst may have lead worker responsibilities but does not directly supervise.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans goals and objectives for the program based on technical data, analysis and mandates.

- Sets work objectives and assigns staff to projects and tasks.
- Develops a management plan designed to reach the goals and objectives over a period of time.

Implements new elements to the program as necessary.

- Revises codes and standards.
- Seeks new funding sources.
- Forms new partnerships.
- Analyzes technical information to make recommendations and changes.
- Develops Best Practices.

Ongoing management of the program.

- Ensures that the program meets all legally mandated requirements.
- Is responsible for permit application, development of policies and procedures to meet requirements and filing of required reports within limits to external agencies.
- Supervises and manages sub-programs.
- Manages consultants and contracts.
- Facilitates short and long term scheduling.
- Measures and reports on the results of the program.

Negotiates and drafts non-routine intergovernmental agreements and forms partnerships with other jurisdictions and agencies to facilitate program implementation. Other program staff may perform similar duties at a lower level of responsibility.

Develops, implements and incorporates into the Strategic Plan or department core business functions a comprehensive outreach effort to meet the goals of the program. May supervise the work of others in this area but is ultimately responsible for results.

- Forms partnerships.
- Educates all constituents as to the goals of the program.
- Acts as the City's program representative internally and externally.

Works with other divisional staff at all levels to accomplish goals of the program.

Prepares the program budget based on resource requirements and cost estimates.

Supervises full time program staff involving hiring, firing, evaluating, scheduling, training and development.

#### OTHER JOB FUNCTIONS

Performs other related duties as assigned.

#### WORKING CONDITIONS:

Duties are primarily performed in an office environment but may also require travel to meetings and visits to job sites.

#### QUALIFICATIONS:

##### Knowledge of:

- Technical field specific to the program.
- Governmental operational practices and procedures.
- Programs, policies and regulations applicable to assigned duties.
- Research methods and procedures.
- Governmental budget procedures.

##### Ability to:

- Develop, implement, manage and maintain successful programs.
- Perform professional-level, highly technical work independently.
- Perform detailed technical analyses to make recommendations, changes and evaluations.
- Prepare a program budget.
- Demonstrated ability to supervise professional and technical staff.
- Communicate effectively, both orally and in writing and make presentations to small and large groups.
- Establish and maintain effective working relationships with other employees, representatives of governmental and community agencies and the public.
- Ability to persuade and change behaviors in regards to public policy.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Bachelors of Arts or Bachelors of Science degree in a field related to area of specialty and three years progressively responsible professional experience in area directly related to the program, including development and implementation of programs, promotion/public relations, project management, budgeting and planning, and staff supervision.

Licenses, Certificates, and Other Requirements

A valid driver's license.

May require specialized certification depending on job assignment.

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Union Code: MSC

FLSA Status: Exempt